

# Official Request for Records



Department of Executive Services  
**Records and Licensing Services Division**  
206-263-1977 TTY Relay 711  
[PD.Requests@kingcounty.gov](mailto:PD.Requests@kingcounty.gov)

→ To request records, please complete sections 1 and 2 and fax or mail this form to the following address:

King County Records and Licensing Services  
500 Fourth Ave., Room 411  
Seattle, WA 98104  
Fax: **206-205-0715**

Completed forms also may be scanned and emailed to [PD.Requests@kingcounty.gov](mailto:PD.Requests@kingcounty.gov). We will respond to your request within five (5) business days following the date of receipt, not including holidays, with an estimate of when we anticipate being able to provide the requested records. Information contained on this form is a public record subject to disclosure pursuant to RCW 42.56.

## 1. Requestor information (please print):

Requestor's Name: [Click to enter name](#)

Address: [Click to enter address](#) City: [Click to enter city](#) ZIP: [Click to enter ZIP](#)

Phone: [Click to enter phone](#) Alt. Phone: [Click to enter alt phone](#)

Email: [Click to enter email](#) ☐ You may send records to me by email.

### Please select ONE of the following:

☐ I would like to inspect the records prior to copying. ☐ Please send me copies of the records.

**NOTE:** Pursuant to RCW 42.56.070(8) & RCW 42.56.120, a charge of \$0.15 per page for copies, \$1.00 for CDs, and actual postage cost may apply and is due prior to provision of copies.

## 2. Activity Information:

Address: [Click to enter address](#)

Party(s) Involved (First, Last): [Click to enter name](#)

Case Number: [Click to enter case number](#) Activity Date: [Click to enter date](#)

Nature of Activity (e.g. barking, bite, etc.): [Click to enter text](#)

### Please identify the records or documents you are requesting - Check all that apply:

#### Animal Services

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Activity Report     | <input type="checkbox"/> Bite Report       | <input type="checkbox"/> Activity History       | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Complaint           | <input type="checkbox"/> Kennel Records    | <input type="checkbox"/> Animal Medical History | <input type="checkbox"/> Pet License |
| <input type="checkbox"/> Notice of Violation | <input type="checkbox"/> Quarantine Notice |   |                                      |

#### Licensing

- ☐ For Hire Application ☐ Process Server Application

☐ Other (Please Specify): [Click to enter text](#)

→ **NOTE: RCW 42.56.070 prohibits release of lists of individuals for commercial purposes.**

I certify that lists of individuals obtained through this request for public records will not be used for commercial purposes.

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_